



INTRODUCING OUR NEWEST CNU COLLEAGUES!




Left to right: Charles Edwards, III, Freeman Center; Shirley Davis, Human Resources; Matt Dillion, Information Technology; Denitra Wallace, Residential Housing; DeWitt Turner, University Police.

A Warm Welcome and Congratulations to All!



REMINDER FOR SUPERVISORS!



It's time to conduct performance evaluations for your classified employee(s). The performance evaluation period is October 25, 2011 to October 24, 2012. All evaluations are due in Human Resources by 5:00pm, **Friday, November 2, 2012.** 

Supervisors, please remember that in order to give your employee an overall rating of Extraordinary Contributor there must be at least one "Acknowledgement of Extraordinary Contribution" form on file in HR. Likewise, in order to give an employee an overall rating of Below Contributor there must be a "Notice of Improvement/Substandard Performance" form or a written notice on file in HR. Both forms must be on file and dated during the evaluation period that is currently being evaluated (10/25/11 to 10/24/12).

For more detailed instructions on completing performance evaluations, please visit our [web page](#) or sign up to attend one of the Performance Management/Evaluating Classified Employees trainings listed below. Supervisors and managers will learn how to complete the evaluation process on their employees. Employees will receive information on the evaluation process, when it takes place and what they can expect in a performance management discussion.

Tuesday, October 2nd 9:00am - 10:00am

Wednesday, October 31st 30pm – 2:30pm

To register for a training, please call HR at 594-7145 or email hr@cnu.edu.

AN EVENING WITH CANDY CHANG

Come be inspired by the artful talent and inspiration of Candy Chang on Wednesday evening, October 3rd at 6:30pm in the Ferguson Center for the Arts Concert Hall.

Everyone is invited and there is no charge for the event!



For more information about Candy Chang, visit her web site at www.candychang.com or on [Facebook](#).



OPTIONAL RETIREMENT PLAN OPEN ENROLLMENT

Participants in the Optional Retirement Plan for Higher Education (ORPHE) may change providers during Open Enrollment between **October 1 and October 31**.

The two providers available are Fidelity Investments and TIAA-CREF. Administrative and investment fees vary between the two providers. An enrollment and beneficiary form or on-line registration confirmation must be completed and submitted to the Office of Human Resources unless there is an existing ORPHE account with the provider, along with the ORP Change Form. The form will be available from the Office of Human Resources in October.

Changes will be effective for ORPHE contributions sent to the new provider on or after January 1, 2013.



SAVE THE DATE!

Our 14th Annual CNU Benefits Fair!

Wednesday, October 24, 2012

10:00AM - 1:00PM * DSU Ballroom

Mark your calendar for our informative and enjoyable Benefits Fair!



Come and explore a wide array of CNU and State employee benefits options! Register to win fabulous door prizes! Leisurely stroll through the rows of vendor displays and see what great benefits they have to offer. Greet and mingle with your CNU colleagues, enjoy some refreshments and meet your benefits representatives.

CommonHealth will provide Health Checks to all eligible employees.* The Health Check includes Blood Pressure, Cholesterol-Total and HDL, Diabetes Risk Assessment and blood glucose, and Body Mass Index (BMI). Your results are protected health information and confidential. Results will not be shared with your employer, Anthem (Optima) or anyone else - this is the law (HIPAA).

To register online for your Health Check, visit <http://www.maximhealthsystems.com/pickatime/?id=976>. You may also stop by Human Resources or call us at 594-7145 to register.

*All state employees may participate which includes hourly, full time, wage, etc. You do not have to be covered by the state's health insurance. Additionally, retirees and dependents (18 years or older) who are covered under a state health insurance plan may participate.

Don't Let the Flu Bug Bite This Winter!



(or any of his friends either!)

FREE FLU & Tdap* VACCINE CLINIC

Available for CNU Faculty, Staff and Students

Walk-in - No Reservation Required

Wednesday, October 17th

10:00AM - 3:00PM

DSU Ballroom

FREE!



Vaccines administered by the Virginia Dept. of Health Peninsula Health District

***Tdap vaccine protects you against tetanus, diphtheria and pertussis (whooping cough).**



For more information on the vaccine clinic, please call HR at 594-7145.

For more information on Virginia Adult Immunizations, please visit

<http://www.immunizeva.org/immunizations/adults>